

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer CT/Civil	North Region – District 03 Office of Design North	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Hydraulics Project Engineer	928-200-3135-	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Hydraulics Design Branch Chief, a Senior Transportation Engineer, the incumbent is responsible for the design and production of engineering reports, contract plans, estimates, and specifications for roadway improvement projects. The work includes working independently and as a team leader within the structure of the Caltrans project development process.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Assists in or is in responsible charge of the design of drainage features associated with highway construction projects. Review or design of complex facilities. Field work to gather hydraulic/hydrologic data. Roadway, cross drainage and open channel design/analysis. Hydrology development. Floodplain analysis. Preparation and/or review of Drainage Reports and Conceptual SWPPP. May act as Project Engineer in responsible charge of PS&E.
20%	E	Conducts drainage studies and prepares recommendations for issues arising from: public complaints, encroachment permit applications, IGR/CEQA documents, tort liability (District Claims Officer or HQ Legal), Maintenance and other Caltrans functional units.
10%	E	Develop and maintain expertise in applicable software (including Drafting and Roadway Design software), engineering methods, and policy & procedures (including the Caltrans Storm Water Management Plan).
5%	E	Reviews plans and scoping documents for constructability/hydraulic issues.
5%	E	Conducts field investigations of drainage structures during storms. May serve on field reconnaissance teams for Major Damage Restoration (HA23).
5%	E	Construction support (CCO evaluation, design)
5%	M	Maintains accurate inventory of culvert, flooding, and other hydrographic records

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise staff, but the individual may act as a lead worker in performing duties.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of or be capable of quickly learning: hydrologic and hydraulic engineering principles related to the design of highway cross-drainage, roadway drainage structures, and open channels; factors which influence the impact of transportation facilities on the environment, the community and the economy. Experience with state-of-the-art hydraulic/hydrologic and Civil Engineering software desirable.

Ability to: understand construction contract plans, facilitate meetings, make effective presentations; prepare correspondence, and reports; communicate effectively both verbally and in writing; relate to and work with

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interdisciplinary project teams to identify and resolve project issues. Must have engineering computer work station training and experience. Experience in design, construction and surveys are helpful.

Analytical Requirements: include identifying potential conflicts, and adopting an effective courses of action; reviewing project schedules and determining appropriate level and timing of review; recognizing issues that are significant and implementing an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible to make engineering decisions on a daily basis which are necessary for solving hydrologic, hydraulic, and transportation engineering problems. Omissions in plans and reports could lead to unnecessary change orders, claims, and delays; errors in judgment could result in a design product of lessor quality, which could increase project construction costs or increase the Department's exposure to tort liability.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain a professional working relationship with Region and District functions, Headquarters personnel, outside agencies, and the public. Must be able to guide project teams to issue resolution and be able to build consensus within teams.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to facilitate meetings across the North Region. Out of town travel will be necessary. Employees will be required to sit for long periods of time using a keyboard and video display terminal. Employee must be congenial and tactful when dealing with others while effectively accomplishing tasks. Frequent telephone interaction is common.

WORK ENVIRONMENT

Includes considerable fieldwork. Most of the time is spent in the Redding Design engineering office. During peak workloads, the individual may be loaned to construction or surveys. This may require the individual to live away from their permanent residence during the workweek. While in the office, employees will work in a climate-controlled office under artificial lighting. When working outdoors, employees may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. Travel will be required to complete fieldwork, and to attend training and meetings. This is a North Region Position and may include project assignments within the boundaries of District 1, 2, 3, 4 or other parts of the state.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE